

OFFICE OF ACQUISITIONS
NATIONAL CANCER INSTITUTE

REQUEST FOR PROPOSAL NUMBER: N02CP31007-72

Amendment No.: 1

Date of Issuance: 04/17/2013

The above numbered Request For Proposal (RFP) is amended as set forth below. The hour and date specified for receipt of Offerors remains unchanged: _____.

Offerors MUST acknowledge receipt of the amendment prior to the hour and the date specified in the solicitation or as amended, by separate letter, telegram, or Electronic Mail which includes a reference to the RFP and Amendment number(s). For your convenience, the Proposal Intent Response Form is provided in SECTION J - List of Attachments of this RFP, for this purpose.

FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERORS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.

This Amendment revises the RFP as stated below:

SUMMARY OF CHANGES

1. Revise Article B.2. to clarify that the "Option For Final Transition" shall be for a period of performance of four months prior to the completion date of the contract.
2. Revise Article C.2. to change the title of the "Annual Technical and Budget Progress Report" to "End of Period Technical and Budget Progress Report", remove the requirement for "Vulnerability Scanning Reports", and add the "Section 508 Annual Report" and "NIH PII Spillage Report or NIH Lost or Stolen Assets Report" clauses.
3. Revise Article F.1.
4. Revise Article F.2.
5. Revise Article H.9. and I.3. to incorporate FAR Clause 52.217-7 - Option for Increased Quantity - Separately Priced Line Item.

ARTICLE B.2. ESTIMATED COST - OPTION: paragraph d. is deleted in its entirety and replaced with the following:

d. If the Government exercises its option pursuant to the OPTION PROVISION Article in SECTION H of this contract, the Government's total estimated contract amount represented by the sum of the estimated cost plus the fixed fee will be increased as follows:

	Estimated Cost (\$)	Fixed Fee (\$)	Estimated Cost Plus Fixed Fee (\$)
Base Period: (12 months)	TBD	TBD	TBD
Option Period 1 (6 months)	TBD	TBD	TBD
Option Period 2 (6 months)	TBD	TBD	TBD
Option Period 3 (6 months)	TBD	TBD	TBD
Option Period 4 (6 months)	TBD	TBD	TBD
Option Period 5 (6 months)	TBD	TBD	TBD
Option Period 6 (6 months)	TBD	TBD	TBD
Option Period 7 (6 months)	TBD	TBD	TBD
Option Period 8 (6 months)	TBD	TBD	TBD
Final Transition [If Applicable]	TBD	TBD	TBD

	Estimated Cost (\$)	Fixed Fee (\$)	Estimated Cost Plus Fixed Fee (\$)
(Four months prior to the completion date of the Contract)			
Total [Base Period and Options]	TBD	TBD	TBD

ARTICLE C.2. REPORTING REQUIREMENTS: paragraph a., b., and c. under "Technical and Budget Progress Reports" are deleted and replaced in their entirety. Paragraph h. "Vulnerability Scanning Reports" is deleted in its entirety under "Other Reports" and replaced with paragraph h. "Section 508 Annual Report". Paragraph i. "NIH PII Spillage Report or NIH Lost or Stolen Assets Report" is added under "Other Reports":

1. Technical and Budget Progress Reports:

a. Monthly Technical and Budget Progress Reports

In addition to the required reports set forth elsewhere in this Schedule, the preparation and submission of regularly recurring reports will be required in any contract resulting from this solicitation. These reports will require descriptive information by project about the activities undertaken during the reporting period and planned activities for future reporting periods. True progress (not merely "having a meeting, etc.") is expected for all active studies. Studies that failed to make progress, which are exceeding budget, and any and all other problems encountered during the month, shall be specifically described at the beginning of each monthly report. Each project performed under the contract shall be identified by (1) a project name to be provided by the NCI COR, (2) the NCI CAS code, provided by the NCI COR, (3) a unique code that distinguishes the project from all others (many projects may have the same CAS code), and (4) NCI and Contractor personnel with primary responsibility for the study.

The Monthly Technical Progress Report shall be accompanied by a Monthly Budget Report in Excel that contains the following for each project: (1) a starting budget that is mutually agreed upon by the Contractor and the NCI COR, (2) a listing of each month's expenditures since the beginning of the project's start-up, (3) total expenditures on the project, (4) remaining funds to date, and (5) projected expenses to complete the project. The budget report contains detailed expenditures for labor and other study activities for the past month by individual project and a summary for the entire contract. Future activities and projected expenses by project are also included to provide the information necessary to monitor progress and make any required adjustments. They will also include for each project and for the contract as a whole, a budgetary summary of monthly expenditures incurred since the beginning of the project's start-up, total expenditures on the project, projected expenses to complete each study and remaining funds to date. Current hours used by the Contractor's staff will also be identified by project. It will also include the expenditures incurred and problems encountered. The reporting period shall consist of each calendar month. The first report shall cover the period consisting of the first full calendar month following the effective date of the contract and any fractional part of the initial month. Reports shall be due on/before the 15th of each month following the end of each reporting period. A Monthly Report shall not be submitted when the End of Period or Final Report is due.

b. End of Period Technical and Budget Progress Reports

The reports shall be similar in format and content to the monthly report, albeit summarizing each task order. This report shall include a summation of the results of the entire work for the period covered. The first report shall cover the period consisting of the first full twelve months following the effective date of the contract and any fractional part of the initial month. All reports thereafter shall cover six months of performance. Reports shall be due on or before the 30th calendar day of the month following the end of the reporting period. An End of Period report shall not be submitted when the Final Report is due.

c. Final Technical and Budget Report

This report shall consist of the work performed and results obtained for all tasks during the entire contract period of performance of this contract. This report shall be in sufficient detail to describe comprehensively the results achieved. A draft of the Final Report shall be submitted 90 days prior to the completion date of the contract for COR review. The Final Report shall be submitted on/before the expiration date of the contract. A Monthly and End of Period Report shall not be required of the period when the Final Report is due.

a. Other Reports

h. Section 508 Annual Report

Instructions for completing the report are available in the Section 508 policy on the HHS Office on Disability Web site under the heading Vendor Information and Documents. The Contractor's failure to submit a timely and properly completed report may jeopardize the Contracting Officer's exercising an option or adding funding, as applicable.

i. NIH PII Spillage Report or NIH Lost or Stolen Assets Report

This report shall consist of all suspected or confirmed incidents involving the loss and/or disclosure of PII in electronic or physical form. Notification shall be made to the NIH Incident Response Team (IRT) via email (IRT@mail.nih.gov) within one hour of discovering the incident. The Contractor shall follow up with IRT by completing and submitting one of the applicable two forms below within three (3) work days of incident discovery:

NIH PII Spillage Report at: http://ocio.nih.gov/docs/public/PII_Spillage_Report.doc

NIH Lost or Stolen Assets Report at: http://ocio.nih.gov/docs/public/Lost_or_Stolen.doc

ARTICLE F.1. PERIOD OF PERFORMANCE: is deleted in its entirety and replaced with the following:

a. The period of performance of this contract shall be 12 months.

b. If the Government exercises its option(s) pursuant to the OPTION PROVISION Article in Section H of this contract, the period of performance will be increased as listed below:

Option	Option Period
Option Period 1	6 months
Option Period 2	6 months
Option Period 3	6 months
Option Period 4	6 months
Option Period 5	6 months
Option Period 6	6 months
Option Period 7	6 months
Option Period 8	6 months

ARTICLE F.2. DELIVERIES: is deleted in its entirety and replaced with the following:

Satisfactory performance of the final contract shall be deemed to occur upon performance of the work described in the Statement of Work Article in SECTION C of this contract and upon delivery and acceptance by the Contracting Officer, or the duly authorized representative, of the following items in accordance with the stated delivery schedule:

The items specified below as described in the REPORTING REQUIREMENTS Article in SECTION C of this contract will be required to be delivered F.o.b. Destination as set forth in FAR 52.247-35, F.o.b. DESTINATION, WITHIN CONSIGNEES PREMISES (APRIL 1984), and in accordance with and by the dates specified below:

Item No.	Type of Report	No. of Copies	Delivery Schedule
1	Monthly Technical and Budget Progress Report	1 Copy - COR 1 Copy-Contracting Officer (CO)	Reports due on/before the 15th of each month following the end of each reporting period.
2	End of Period Technical and Budget Progress Report	1 Copy - COR 1 Copy-Contracting Officer (CO)	Reports due on or before the 30th calendar day after the completion of each reporting period.
3	Final Technical and Budget Report	1 Copy - COR 1 Copy-Contracting Officer (CO)	Draft Final Report due 90 days prior to expiration date of contract. Final Report due

Item No.	Type of Report	No. of Copies	Delivery Schedule
			on or before the expiration date of the contract.
4	Initial Transition Plan	1 Copy - COR 1 Copy-Contracting Officer (CO)	Draft Initial Transition Plan for review and approval within fourteen (14) days of contract award; Final Initial Transition Plan no later than two (2) weeks after receipt of Government comments.
5	Final Transition Plan	1 Copy - COR 1 Copy-Contracting Officer (CO)	Draft Plan due six (6) months prior to the completion date of the contract; Final Transition Plan due no later than four (4) months prior to the completion date of the contract.
6	Computerized Data and Source Code	1 Copy-COR	Within 10 days upon request at completion of study.
7	Raw Data	1 Copy-COR	Within 10 days upon request.
8	Study Manuals	1 Copy-COR	On or before the expiration date of the contract.
9	Biological Specimens	1 Copy-COR	Within 10 days upon identification of laboratory by COR.
10	Monthly Cost Accounting System (CAS) Transactions Data File	DCEG IT Contractor	No later than the 18th of each month for the previous month's expenditures.
11	Study Specific Meeting Reports	1 Copy-COR	Within 7 days after each meeting.
12	Software/Programs Supporting HREB Activities Using Contract Funds	1 Copy-COR	On or before the expiration date of the contract.
13	Roster of Employees Requiring Suitability Investigations	1 Copy - COR 1 Copy-Contracting Officer (CO)	within 14 calendar days of the effective date of the contract
14	IT Security Plan (IT-SP)	1 Copy-Contracting Officer (CO)	Within 30 days after contract award. The Contractor shall update this on an annual basis.
15	IT Risk Assessment (IT-RA)	1 Copy-Contracting Officer (CO)	Within 30 days after contract award. The Contractor shall update this on an annual basis.
16	FIPS 199 Assessment	1 Copy-Contracting Officer (CO)	Within 30 days after contract award. The Contractor shall update this on an annual basis.
17	IT Security Certification and Accreditation (IT-SC&A)	1 Copy-Contracting Officer (CO)	Within 3 months after contract award. The Contractor shall update this on an annual basis.
18	Reporting of New and Departing Employees	1 Copy - COR 1 Copy-Contracting Officer (CO)	Within five working days of staffing changes for positions

Item No.	Type of Report	No. of Copies	Delivery Schedule
			that require suitability determinations.
19	Contractor - Employee Non-Disclosure Agreement(s)	1 Copy - COR	On an as-needed basis.
20	Section 508 Report	1 Copy - COR 1 Copy-Contracting Officer (CO)	Draft report due annually 30 days prior to the anniversary date of the contract and final report due on anniversary date.
21	NIH PII Spillage Report or NIH Lost or Stolen Assets Report	NIH Incident Response Team	On an as-needed basis.

The above items shall be addressed and delivered to:

Addressee	Deliverable Item No	Quantity
Contracting Officer National Cancer Institute Office of Acquisitions 9609 Medical Center Drive Rockville, MD 20850 Room 1E610 MSC 9705	1 through 5, 13 through 18, and 20	1
NCI COR National Cancer Institute 9609 Medical Center Drive Rockville, MD 20850 Room TBD MSC 9705	1 through 8 and 11 through 13, 18 through 20	1
Designated Laboratory and/or storage repository identified by NCI COR	9	1
DCEG IT Contractor	10	1
NIH Incident Response Team	21	1

ARTICLE H.9. OPTION PROVISION: is deleted in its entirety and replaced with the following:

Unless the Government exercises its option pursuant to the Option Clause set forth in ARTICLE I.3., the contract will consist only of the Base Period of the Statement of Work as defined in Sections C and F of the contract. Pursuant to FAR Clause 52.217-9, Option to Extend the Term of the Contract and FAR 52.217-7 Option For Increased Quantity-Separately Priced Line Item set forth in ARTICLE I.3. of this contract, the Government may, by bilateral contract modification, require the Contractor to perform additional options set forth in the Statement of Work and also defined in Sections C and F of the contract. If the Government exercises this option, notice must be given at least 30 days prior to the expiration date of this contract, and the estimated cost plus fixed fee of the contract will be increased as set forth in the ESTIMATED COST - OPTION Article in SECTION B of this contract.

ARTICLE I.3. ADDITIONAL CONTRACT CLAUSES: FAR 52.217-7 Option For Increased Quantity-Separately Priced Line Item is hereby added:

FAR Clause 52.217-7, Option for Increased Quantity - Separately Priced Line Item (March 1989).

"...The Contracting Officer may exercise the option by written notice to the Contractor within 15 days of the notice."